EDUCATION SECRETARIAT

Records the review of the Annual Administration Report of the Department of Printing, Stationery and Publications, Bangalore for the year 1961-62.

REFERENCE.—

Letter No. P. 905, dated 24th December 1962, from the Director of Printing Stationery and Publications, Bangalore.

PREAMBLE.—

The Director of Printing, Stationery and Publications in Mysore, Bangalore has forwarded the Annual Administration Report on the working of the Government Presses at Bangalore, Mysore and Mercara, the Government Central Book Depot, Bangalore and the Government Stationery Depot, Bangalore, for the year 1961–62.

ORDER No. ED 7 UPS 63, BANGALORE, DATED THE 13TH AUGUST 1964
(SRAVANA 22, SAKA ERA 1886)

Recorded.

Sri D. S. Gurubasavappa, continued to be the Director of Printing, Stationery and Publications till the end of August 1961. From 1st September 1961 till the end of the year Sri M. A. Sri Rama was the Director of Printing, Stationery and Publications.

Sri D. S. Gurubasavappa, after retirement from the post of Director of Printing, Stationery and Publications re-employed as Special Officer in the Department of Printing, Stationery and Publications to re-design forms and registers and other printed works in metric size and continued in that capacity for the remaining part of the year.

Sri B. P. Mallaraj Urs who returned from abroad in the month of August 1961, assumed charge as Joint Director, Printing, Stationery and Publications from 1st September 1961 and continued as such till the end of the year. He was placed in immediate charge of Government Central Press, Bangalore.

I. Government Central Press, Bangalore.

(*Note.*—figures in parenthesis relate to the previous year).

Establishment.— The total strength of the establishment of the Central Press, Bangalore, at the close of the year was 953 (854) out of which 912 (690) were on permanent basis and 41 (164) on temporary basis.

The post of Stock Verification Officercontinued during the year. The Internal Audit Section also continued during the year and it attended to audit work as before.

Outturn of Work.—A comparative statement of the work turned out in Composing, Printing, Binding, Type Casting, Litho and Offset and Photo-Zranco-Brinches for the years 1960-61 and 1961-62 is given below. —

No.	Particulars	1960–61	1961–62
1	Standard pages composed (pages of assorted sizes) ...	80,979	7[illegible],950
2	mpressions printed	7,55,88,928	7,89 52,472
3	Books bound	52,72,760	55,11,545
4	Numbering impressions	6[illegible],72,760	50,08,915*
5	Ruling impressions	1,10,40,868	63,33,850
6	Embosing impressions	[illegible],77,435	1,82,520
7	Types cast (lbs.)	29 975	22,850
8	Offset Printing impressions	63,69,013	71,57,485
9	Line Block (Sq. inches)	90,062	9,6[illegible]2
10	Line Blocks (in colours) ...	3,396	...
11	Half-tone blocks	15,838+ 866	8,668

*In addition, 28,96,900 machine numbering impressions were made in connection with the preparation of Ballot Papers of General Elections.

Legislature Work.—The work connected with the Houses of Legislature was promptly attended to. The outturn of work was as under :—

Outturn	*1960-61*	*1961-62*
Number of pages	5,958	7,772

General Election Work.—In spite of numerous difficulties the most important work of General Elections was done remarkably well as observed by the Election Commission and the State Government.

Printing at Private Presses.—The entrusting of work relating to printing of forms and registers to the private presses continued during this year also and the services of as many as 38 private presses were utilised. The value of work done at the private presses amounted to Rs. 1,20,000.

Stock Verification.—Verification of consumable materials held in the general stores and off-set Stores were conducted during the year and orders of Government on the result of stock verification report obtained.

The report of quinquennial stock verification of plant and machinery and dead-stock machinery was submitted to Government.

Press Workshop and Carpentry.—This Section had full work throughout the year and several parts required for use in the Press were made in this Section. Gas-Welding also was continued to be done. The present section is very much understaffed to cope with the present demands to attend to repairs, preparation of parts, etc., and has to be substantially augmented.

Mysore Gazette.—During the year, 51 issues of weekly gazettes and 179 extraordinary gazettes were issued. The cost of printing of the *Mysore Gazettee* during the year amounted to Rs. 8,33,253-95 nP. (Rs. 5,95,344-91 nP.) while the receipts amounted to Rs. 61,865-84 nP. (Rs. 59,925-16 nP.).

Miscellaneous.—The total amount realised on account of work done for paying departments exclusive of book adjustments was Rs. 2,28,552-34 nP. (Rs. 1,10,702-66 nP). In addition, a sum of Rs. 37,019-27 nP. was realised against works executed for an Indian University and sale of paper cuttings and waste materials.

The following were the realisations on account of sale of oiled sweepings and press cuttings.

Year.	*Amount realised.*	
	Oiled Sweepings Rs. nP.	Press Cuttings Rs. nP.
1960—61 ...	3,526—20	15,543—73
1961—62 ...	3,941—99	11,433—67

The expenditure of the Central Press, Bangalore based on the principles of the costing amounted to Rs. 31,67,919-51 nP. as against Rs. 30,98,017-12 nP. during the previous year.

Over-Time.—The total number of over-time hours worked during the year was 3,36,758 (4,97,377) and the cost thereof amounted to Rs. 2,95,155-33 nP. (Rs. 4,48,473-30 nP).

Audit.—Audit of the accounts of the Government Central Press, Bangalore for the year ending 31st March 1962 was done by the Accountant General's Accounts Staff and replies to several audit objections were furnished and action has also been taken to implement most of the suggestions made in this connection.

Printing and Binding.—The cost of paper and binding materials consumed for printing and binding work done during the year was Rs. 10,24,495-10 nP. as against Rs. 11,90,524-66 nP. during the previous year.

Plant and Machinery.—The value of plant and machinery as on 31st March 1962 after providing depreciation to the extent of Rs. 75,657-51 nP. was Rs. 1,10,246.33 nP. (Rs. 8,93,352-84 nP).

Depreciation Fund.—The closing balance of this fund account as on 31st March 1962 after providing for depreciation to the extent of Rs. 75,657-51 nP. was Rs. 1,88,446.84 nP. as against Rs. 20,146-05 nP. during the previous year.

Shift Establishment.—The outturn of work by the Shift Establishment was as under.—

		1960-61	*1961-62*
Number of impressions printed	...	1,71,35,828	1,25,28,814
Number of books bound	...	21 15,846	16,60,210
Number of ruling impressions	..	61,78,757	55,70,993
Embossing impressions	...	85,350	96,920

Amenities.—The Government Press Employees' Co-operative Society continued to have a large number of members and the transactions were considerable. The Society is continuing its useful work to the employees.

The Cultural Association of the Employees took part in the Cultural Programmes in the A. I. R.

The Medical Officer attached to the Headquarters Establishment Hospital is attending to the needs of the Press Employees daily between 5-30 and 6-30 p.m.

The Chief Minister visited the Government Press, Bangalore on 12th October 1961 and accepted the collections for Flood Relief Fund from the Employees of the Press. He also inspected the working of the several sections in the press and expressed appreciation of the work done.

II Government Branch Press, Mercara, Coorg.

Direction.—Under the direction of the Deputy Director, Government Branch Press, Mysore, Sri T. Seshaiya, L.P.T., continued to be in immediate charge of the Government Branch Press, Mercara throughout the year.

Establishment.— Strength of the establishment at the end of the year stood at 26.

Outturn of Work.—The work turned out was as below:—

Sl. No.	*Work*		*1960-61*	*1961-62*
1	Pages composed in terms of the standard size of Fcap folio 12 Pt.	...	3663	4614
2	Printing impressions	...	2383287	3589282
3	Ruling impressions	...	118[illegible]610	1400600
4	Hand numbering impressions	...	579850	215100
5	Books bound in different styles	...	42003	32199

Valuation of Works.—The total value of work done and the cost of paper consumed amounted to Rs. 67,119-91 nP. (Rs. 53,156-26 nP) and Rs. 38,887-15 nP (Rs. 26,423-76 nP) respectively.

Demand, Collection and Balance Accounts.

		Printing Charges Rs	nP.	Cost of Paper Rs.	nP.	Total Rs.	nP
1	Amount outstanding as on 1st April 1961 ..	19,516	26	16,827	39	36,343	65
2	Demand as per bills issued to paying Departments and others during the year	6,422	92	5,184	75	11,607	67
3	Total amount recoverable (1+2)	25,939	18	22,012	14	47,951	32
4	Collections during the year	2,689	60	1,338	17	4,027	77
5	Bills cancelled	...		...		...	
6	Total of 4+5	2,689	60	1 338	17	4,027	77
7	Net amount outstanding at the close of the year (3 minus 6)	23,249	58	20,673	97	[illegible]	[illegible]
8	Out of the net outstanding bills got accepted by paying offices, but pending adjusted by the Accountant General	15,996	20	14,917	69	30,913	89
9	Bills pending to be accepted or settled 7—8 .	7,253	38	5,726	28	12,979	66

Audit and Inspection.—An outside audit party of the Accountant General's Office conducted the audit of accounts relating to the period from 1st April 1960 to 31st October 1961 in this office for 8 days from 4th November 1961 to 15th November 1961.

Stock Checking.—The stock checking of printing papers, Press Miscellaneous articles, etc., was conducted by the Stock Verification Officer, Government Central Press, Bangalore. The result of the checking was reported to the Director of Printing, Stationery & Publications who addressed the Government to permit adjustment of excesses and deficiencies.

III. Mysore Government Branch Press, Mysore.

Direction.—Sri B. N. Ramamurthy, B.Sc., B.E., held charge of the Government Branch Press, Mysore and the Government Branch Press, Mercara till 10th April 1961 and Sri M. Nanjappa held charge of these presses from 11th April 1961 till the end of the year.

Establishment.—The total strength of the Establishment as on 31st March 1962 stood at 198 (198).

	Out-turn of Work	*1961-62*	*1960-61*
1	No. of works received	1,125	1,189
2	No. of works despatched	1,008	1,119
3	No. of forms printed	4,907	1,782
4	No. of pages of all sizes composed	13,278	12,736
5	Standard pages of F' cap folio size composed	9,199	9,470
6	No. of printing impressions	2,12,985	2,06,75,710
7	No. of books bound	8,16 654	8,97,865
8	Ruling impressions	24,89,580	14,45,545
9	Numbering impressions	75,52,010	1,31,29,285
10	Perforating impressions	28,77,875	58,74,400

Realisation from paying Departments.—The total amount realised during the year from the paying departments was Rs. 78,961·69 nP. (Rs. 1,11,848·44 nP.) towards the cost of printing and Rs. 2,22,831·39 nP. (Rs. 1,20,363·71 nP.) towards the cost of paper and stationery articles respectively. Earnest endeavours are being made to realise the balance of amounts early.

Audit and Inspection.—The accounts of the press for the year were inspected by the staff of the Accountant General's office.

Stock Checking.—The Stock Verification of different boards and miscellaneous stores, articles, furniture, etc., at the press was conducted by Sri H. Subbanna, Stock Verification Officer, Government Central Press, Bangalore from 3rd April 1961 to 18th April 1961.

Amenities.—The Government Branch Press Canteen continued to do useful service by catering healthy and wholesome food to the employees on no loss and no profit basis. Government have sanctioned the continuance of a grant of Rs. 150 per month on a permanent basis.

The Government Branch Press Co-operative Society, Ltd., continued to serve the needs of employees successfully. Government Branch Press Association also continued its activities. It is reported that all employees have become members of this Association.

The Part-time dispensary attached to the Press rendered useful service to the employees. The health of all employees during the year was generally satisfactory.

IV. Government Central Book Depot, Bangalore.

Direction.—Sri D. S. Gurubasavappa continued to be the Director of Printing, Stationery & Publications till the end of August 1961. From 1st September 1961 till the end of the year, Sri M. A. Sri Rama was the Director, Printing, Stationery & Publications.

Publications.—During the year, publications of Government Departments Education Department, Text Books publications of the Department of Literary & Cultural Development, I. L. R. Acts, etc., were stocked and sold as usual in the Book Depot. The sale of Public Service Commission Application forms was continued in the Book Depot during the year.

Text Books.—The sale of Educational text books was carried through 1,082 (788) recognised Book Sellers, Distribution of text books to the recognised Book Sellers was started at the beginning of the School year and there was no real scarcity of books during the year.

India Law Reports.—The number of subscribers to the I. L. R. Mysore Series was 648 during the year.

Sales Receipts.—The total issues during the year amounted to Rs, 4,58,967·52 nP. (Rs. 4,04,119·20 nP.) and the net cash realisation at the Government Central Book Depot amounts to Rs. 3,62,095·00 (Rs. 3,29,805·15nP.)

Redesigning Forms and Registers.—The redesigning of forms and registers of 18 Departments has been completed. The redesigning work of 6 departments is in progress. Specimen forms and registers are yet to be received from 46 Departments.

V. Government Stationery Dept. Bangalore.

Shri D. S. Gurubasavappa continued to be the Director of Printing, Stationery and Publications till the end of August 1961. From 1st September 1961 till the end of the year, Sri M. A. Sri Rama was the Director, Printing, Stationery and Publications.

Purchases.—As ordered by Government indent for the papers (writing, printing and wrapper papers) to the extent of 2/3 of the requirements was placed with the Director General of Supplies and Disposal, who allocated the requirements on 12 mills in India, major portion being allotted to the Mysore Paper Mills, Ltd., Bhadravathi. Paper for printing national Text Books was obtained on tender basis through Stores Purchase Committee. Bulk quantities of drawing materials and other stationery articles of drawing materials and other Stationery articles were obtained through the Stores Purchase Committee and small quantities in emergent cases directly. As far as possible, orders were placed with the local firms depending upon the quality and rates offered by them. Total value of purchases made through Director General of Supplies and Disposals and Stores Purchase Committee is Rs. 44,24,514-73 nP. (Rs. 44,26,182-04 nP.). The value of purchases other than those from the Director General of Supplies and Disposals has increased by Rs. 1,97,732-68 nP. which is mainly due to purchase of large quantity of papers for printing text books and the purchase of number of typewriters for distribution to Government Departments. A sum of Rs. 27,202.96 nP. has been incurred towards freight charges of consignment of papers received from the several mills whereas no freight charges were incurred on papers during the previous years.

Supply of Stationery Articles.—The uniform rules for supply of Stationery Articles, drawing papers, etc., to the various Government Departments was given effect from this year. The total value of supply during the year was Rs. 44,15,657-11 nP. inclusive of typewriters (Rs. 41,44,020-21 nP.).

English Typewriters.—During the year 904 (392) typewriters of different makes costing Rs. 8,02,418-27 nP. (4,07 873-40 nP). were purchased from the approved firms at the rate fixed by the Controller of Stationery, Government of India. Calcutta. Fifty Jakey make portable Typewriters were purchased at a total cost of Rs. 24,267-19nP. from the approved firms, *viz.*, J. K. Industries, Calcutta.

During the year 801 (437) typewriters and 32 portable typewriters were supplied to the Government offices. The balance on hand at the end of the year was 126 typewriters and 18 portable typewriters.

Kannada Typewriters.—As the working of the Kannada Typewriters designed by Sri K. Ananthasubbaraya was found satisfactory, orders were placed through the Stores Purchase Committee for manufacture and supply of 94 Kannada Typewriters with M/s. Rayala Corporation Ltd., Madras.

Valuation of Stock.

		Rs.	nP.
Opening balance as on 1st April 1961	...	23,75,978	66
		(18,59.269	11)
New stocks during the year	...	52,33,684	10
		(46,58,719	75)
The total stock handled during the year	...	76 09,662	76
		(65,17,998	86)
Issue to various offices inclusive Typewriters	...	42,13,697	11
		(41,42 020	21)
Balance at the end of the year	...	33,95 965	65
		(23,75,978	66)

The receipts, consumption and balance of stock of papers in terms of tons and metric tons held in the Government Stationery Department during the last three years, was as under:—

Year	Opening balance	Receipt	Total	Consumption	Balance
1959-60	430-08	1241-04	1671-12	1251-09	420-03
1960-61	420-03	1800-49	2220-52	1429-08	791-44 tons or 804-04 M. tons
1961-92	804-04 M. tonnes	2113-63 M. tonnes	2917-72 M. tonnes	1413-67 M. t nnes	15 4-05 M. tonnes.

Service rendered to paying Departments and Realisation from such Departments.—One thousand and eighty-one bills to the value of Rs. 10,51,825-73 nP. were sent to the paving offices during the year Including the arrears of previous years the total demand was Rs. 23,98.092-64 nP. as against Rs. 17,49,113-93 nP. in the previous years. Against this demand a sum of Rs. 6,48,330-42 nP. was realised compared to Rs. 4,02.832-07 nP. in the previous year, leaving a balance of Rs. 17,49,762-22 nP. as against Rs. 13,46,276-91 nP. in the previous year. A sum of Rs. 37,609-55 is kept unadjusted due to want of treasury certificate. Out of Rs. 17,49,762-22 nP. the Government Central Book Depot, Bangalore alone has to adjust bills to the extent of Rs. 9,30,535-51 nP. Efforts are being made to collect the arrears from the paying Departments.

The realisation during the year on account of sale by auction of Bale planks and iron bale bands released from the bale of the paper were Rs. 4,280-33 nP. A sum of Rs. 39,610-33 nP. was realised during the year by sale of 82 old and unserviceable typewriters in public auction.

Expenditure.—The expenditure on establishment and contingencies during the year was Rs. 1,12,709 (Rs. 78,108-34). The percentage of expenditure to the value of stores handled is 1.6 per cent (1.4 per cent).

Stock Verification.—Stock verification of the Stationery Stores as on 1st April 1962 was conducted by the Stock Verification Officer.

Audit.—The Audit party of the Accountant-General's Office conducted the audit of the accounts during the month of February 1962. Replies to the audit objections were sent.

Conclusion.—The working of the Department of Printing, Stationery and Publications during the year under report was on the whole satisfactory.

By Order and in the name of the Governor of Mysore,

K. MUHAMMAD BEARY,
Under Secy. to Govt., E. D

REVENUE SECRETARIAT

Accords sanction for counting of previous service from 18th June 1958 to 23rd April 1962 in respect of Sri H. K. Lingaiah, Tahsildar, for purposes of leave and Pension under M.C.S Rules.

READ—

Letter No. RB/EST. P. SR. 731, dated 9th November 1962, from the Divisional Commissioner Belgaum Division.

PREAMBLE—

In his letter read above, the Divisional Commissioner, Belgaum Division has recommended that the service rendered by Sri H. K. Lingaiah, Probationary Tahsildar from 18th June 1958 to 23rd April 1962 as Inspector of Co-operative Societies and Commercial Tax Inspector before his appointment as a Probationary Tahsildar during 1962 may be counted for purpose of leave and pension.

ORDER No. RD 131 EGO 63, DATED BANGALORE, THE 11TH AUGUST 1964.

Sanction of Government is accorded to the period of service rendered by Sri H. K. Lingaiah from 18th June 1958 to 23rd April 1962 being counted for purposes of Leave and pension only under Rule 20 of the Mysore Civil Services Rules (*Vide* note 4 as amended in Government Notification No. FD 63 SRS 63, dated 28th December 1963).

By Order and in the name of the Governor of Mysore,

C. K. SRINIVASA RAO,
Under Secy. to Govt., Revenue Department.